



Vacancy Notice

Open for external and internal candidates

Reference Number : **PLVN24-021_01**
Position Title : **Project Assistant (Health Mediation)** (3 positions)
Duty Station : **Warsaw**
Classification : **General Service Staff, Grade 5**
Type of Appointment : **One Year Fixed Term Contract**
Estimated start date : **As soon as possible**
Closing Date : **19 April 2024**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

IOM has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

Context:

The conflict in Ukraine has led to the overspill of over a million forcibly displaced persons to Poland. As migratory flows continue unabated, IOM is boosting its capacity in Poland to provide multi-sectoral assistance to respond to urgent emerging humanitarian needs in a dynamic context.

Under the overall supervision of the Senior Program Coordinator and MHPSS Coordinator and the direct supervision of the Senior Project Assistant, the successful candidate will be supporting project operations on the assigned site(s).

Core Functions / Responsibilities:

1. Liaise with the Senior Project Assistant and relevant IOM units to organize the requests received to accompany beneficiaries to health services.
2. Facilitate the communication of beneficiaries with health authorities and support with familiarizing with procedures, requirements and documentation for beneficiaries to access the health system.
3. Advocate to and coordinate with health authorities to lift barriers in access to services, mediate and provide clarifications and support.
4. Map existing national and humanitarian health and social support services that are accessible to refugees and vulnerable migrants. Develop and maintain an efficient health and social service referral system in coordination with other governmental and/or partner agencies.
5. Prepare documentation, leaflets and outreach messaging.
6. Coordinate with relevant authorities and civil society organizations and refer medical cases for further support.

7. Engage in adequate and effective coordination with other IOM staff members.
8. Prepare case reports and weekly statistics and submit to the Senior Health Coordinator.
9. Ensure the confidentiality of medical information of the migrants and refugees.
10. Undertake duty travel as requested e.g. along the Polish-Ukrainian border.
11. Perform other related duties that may be assigned.

Required Qualifications and Experience

Education

- School diploma with five years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, Psychology, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with three years of relevant professional experience.

Experience and Skills

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Experience in working in a humanitarian setting in a similar role;
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Excellent communication and negotiation skills, personal commitment, efficiency and flexibility;
- Good level of computer literacy;
- Awareness on migration and refugee issues;
- Ability to work under difficult conditions;
- Experience working in a multi-cultural environment is preferred;
- Strong work ethics and commitment to humanitarian principles;

Languages

Fluency in **Polish, English** and **Russian** or **Ukrainian**

Required Competencies

IOM's competency framework can be found at this [link](#).

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these values:

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- **Courage:** demonstrates willingness to take a stand on issues of importance.
- **Empathy:** shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators *level 1*

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other:

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Poland will be eligible for consideration.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to send completed **Personal History Form** and **CV in English** to iompolandapplications@iom.int email specifying the Vacancy Reference Number **PLVN24-021_01** and **full name** in the subject line (e.g., "PLVN24-021_01 – Jane SMITH").

Please click this link to access [Personal History Form](#)

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 6 March 2024 until 20 March 2024
 From 5 April 2024 until 19 April 2024